

## Continuous Permanency Planning Timeline -- Draft 8/18/2005

This document is a work aid for county, tribal, contract, and state child welfare staff to standardize the concurrent case planning process, guide collateral communication, and coordinate permanency planning activities. The chart will help ensure timely legal determinations and referrals for permanency consultation leading to permanence for all children served by the Wisconsin child welfare system. This chart reflects good practice standards.

Case Activity	Timeframe	Judicial Finding/ Legal Decision	Concurrent Case Planning
Temporary Physical Custody (TPC) Hearing	<b>48 hours after decision to hold</b> excluding legal holidays, Sat. and Sun. court may grant additional <b>5 days</b> for Reasonable Efforts (RE) to Prevent Removal Finding for good cause shown at TPC hearing (should be an extremely rare practice).	Contrary to the Welfare (CTW), Reasonable Efforts (RE) to Prevent Removal, and RE to Safely Return Home	<b>County, Tribal, or BMCW Case Manager</b> <ul style="list-style-type: none"> <li>The child's case should be referred to the Permanency Consultant immediately if the birth family has high risk factors or as identified in 48.355 (2d) or for Voluntary TPR.</li> </ul>
Permanency Plan	Filed with the court <b>within 60 days</b> after removal.		<b>County, Tribal, or BMCW Case Manager</b> <ul style="list-style-type: none"> <li>A permanency plan of TPR/Adoption should be proposed immediately if the birth family has high risk factors as identified in 48.355 (2d), or Voluntary TPR.</li> </ul>
Permanency Plan Review	If RE to Prevent Removal/ Reunify is <u>NOT REQUIRED</u> , then the Permanency Plan must be reviewed <b>within 30 days</b> after the original judicial finding 48.355 (2d)(c). In all other cases, the initial Permanency Plan Review must be conducted no later than <b>6 months</b> after date of removal. Subsequent reviews must be conducted no later than every <b>6 months</b> from the previous Permanency Plan Review; 6 month reviews may be either administrative panel or judicial. The 12 month or Annual Review must be a judicial review.	If Held by Court: RE to Achieve the Permanency Plan Goal(s) and written findings related to all determinations listed under Stat. 48.38(5)(c).	<b>County, Tribal, or BMCW Case Manager</b> <ul style="list-style-type: none"> <li>Notify and consult the Permanency Consultant in advance of the 6-month Permanency Plan Review.</li> <li>Notify and consult the Permanency Consultant at any time Reunification is no longer the ONLY proposed permanency plan goal using the Concurrent planning referral form.</li> <li>Complete the Concurrent Planning Referral (CFS-2173).</li> </ul> <b>Permanency Consultant</b> <ul style="list-style-type: none"> <li>Assume secondary case assignment.</li> <li>Complete Adoption Readiness and Preparation (CFS-2370).</li> </ul>
Referral for TPR and Referral for Adoption	<b>No later than 12 months</b> from date of removal.	Court order authorizing photolisting of any pre-TPR child as needed if the parent(s) does/do not provide consent.	<b>County, Tribal or BMCW Case Manager</b> <ul style="list-style-type: none"> <li>If not previously completed, document any ASFA exception.</li> <li>If not previously submitted, complete Concurrent Planning Referral and submit all supporting documents to the Permanency Consultant.</li> <li>Make referral for TPR to Corporation Counsel/DA and request court order authorizing photolisting of any pre-TPR child if deemed necessary and appropriate by Permanency Consultant.</li> </ul> <b>Permanency Consultant</b> <ul style="list-style-type: none"> <li>Accept and review referral information assessing child for special needs and readiness for adoption including determination if a court order authorizing photo listing is necessary and appropriate.</li> </ul>

Referral for TPR and Referral for Adoption (cont.)	<b>No later than 12 months</b> from date of removal.		<ul style="list-style-type: none"> <li>Consult with case manager, birth parents, relative caregivers or foster parents regarding adoption related issues and complete initial screening.</li> <li>Transfer case to the Adoption Worker.</li> </ul> <b>Adoption Worker</b> <ul style="list-style-type: none"> <li>Assume secondary case assignment upon transfer from Permanency Consultant.</li> <li>Conduct adoption home study or recruit adoptive resource and conduct pre-placement activities.</li> <li>Complete the Adoptive Placement Selection Assessment and serve as liaison between adoptive family and case participants.</li> </ul>
TPR Petition	By the time a child has been in out of home care <b>15 of the last 22 months</b> , unless TPR/Adoption has been judicially determined to not be in the child's best interest. <b>Within 60 days</b> after a "RE NOT REQUIRED" finding.		<b>County, Tribal, or BMCW Case Manager</b> <ul style="list-style-type: none"> <li>Consult with Corporation Counsel/DA and notify the Permanency Consultant that a petition will be filed.</li> </ul> <b>Permanency Consultant or Adoption Worker</b> <ul style="list-style-type: none"> <li>Complete a letter to the court accepting guardianship as appropriate.</li> </ul>
TPR Granted		TPR Granted	<b>Adoption Worker</b> <ul style="list-style-type: none"> <li>Create pre-adoptive case and assume primary case management responsibility.</li> <li>Complete Adoption Assistance Agreement (CFS-74).</li> <li>Prepare finalization paperwork.</li> <li>Refer adoptive family to appropriate Post Adoption Resource Center (PARC).</li> </ul>
Adoption Hearing	<b>No earlier than 6 consecutive months</b> from the child's placement in the adoptive home. <b>As soon after TPR as possible</b> allowing for an appeal. <b>No later than 24 months</b> from the date of removal.	Adoption Finalized	<b>Adoption Worker</b> <ul style="list-style-type: none"> <li>Notify County, Tribal, or BMCW Case Manager of hearing date in advance.</li> <li>Close pre-adoptive case and create adoptive case.</li> </ul>
<b>NO ADOPTION PLAN and RETURN OF CUSTODY</b>	At any time a determination is made that no adoptive resource will be pursued for a particular post-TPR child due to the child's refusal to be adopted, institutional placement, etc., and efforts to manage these issues have been exhausted.		<b>Permanency Consultant or Adoption Worker</b> <ul style="list-style-type: none"> <li>Initiate a meeting with the County, Tribal, or BMCW Case Manager and all members of the child's treatment team to discuss the plan for the child.</li> <li>Prepare the Referral Information-Return of Custody packet, including all the information in the adoption file.</li> </ul>
<b>RETURN OF CUSTODY TO COUNTY</b>	<b>Typically 2 Years</b> After Date of TPR.	Custody Returned	<b>Permanency Consultant</b> <ul style="list-style-type: none"> <li>Submit any updated paperwork and petition for Return of Custody Hearing and retain secondary case assignment (excluding BMCW).</li> </ul>